PHD QUICK-START GUIDE

School Year 2021-2022

DECivil | Department of Civil Engineering, Architecture and Georesources
Welcome to the Department and your Quick-Start guide!

This guide is designed to provide key information and to support you in your first few weeks in the Department. It contains information on Técnico, the Department, 3rd cycle student affairs, student support and much more.

If you have any additional questions, please refer to your supervisor, student mentors and remaining Department staff.
## INDEX

President’s Welcome Message ................................................................. 3

The Department ..................................................................................... 3

   Scientific Areas .................................................................................. 3

   Executive Board ................................................................................ 4

   Building Support Units ...................................................................... 5

   Research units ................................................................................... 7

   Other Important Informations .......................................................... 8

PhD Informations ................................................................................... 9

   New starter checklist ........................................................................ 9

   PhD Supervisor induction checklist .................................................. 10

   Doctoral Degree Coordinators ........................................................... 11

   Administrative Staff* ......................................................................... 14

   Student Mentors ............................................................................... 14

   Funding opportunities ........................................................................ 15

   Integration within Técnico ................................................................. 16

Acknowledgements ................................................................................ 18

Appendix .................................................................................................. 20

   Structure of Governance .................................................................... 21

   Civil and mining Buildings plants ..................................................... 22
PRESIDENT'S WELCOME MESSAGE

The Department of Civil Engineering, Architecture and Georesources (DECivil), the largest at Técnico, with over than 130 professors, researching in a broad range of areas and with internationally recognised expertise, is involved in ten PhD programs, with the coordination of most of them.

Each year a significant number of students, some of them coming from different parts of the World, not only from Europe but also from Asia, Africa or South America, are successfully applying to these programs.

As the President of DECivil for this biennium (2021-2022), I have the pleasure and honor to give you a warm welcome and wish you all the success on this rewarding step of your life.

Professor Jorge de Brito

THE DEPARTMENT

The Department of Civil Engineering, Architecture and Georesources at Técnico focuses on promoting innovation in the Built and Natural Environment sector through the active involvement in fundamental and applied research to meet the major challenges faced by society and knowledge transfer.

SCIENTIFIC AREAS

The department is structured according to seven distinct scientific areas, each coordinated by one Professor:

- Architecture (Profª Ana Cristina Tostões)
- Construction (Prof. João Ramôa Correia)
- Geotechnics (Prof. Jaime Santos)
- Hydraulics, Environment and Hydric Resources (Prof. António Pinheiro)
- Structural Mechanics and Structures (Prof. João Azevedo)
- Mining and Georesources (Prof. Amílcar Soares)
- Urban and Regional Systems (Prof. Rui Cunha Marques)
EXECUTIVE BOARD

The department is led by the President of DECivil in collaboration with the Executive Board (see the appendix Structure of Governance in page 17).

President of DECivil

Professor Jorge de Brito

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Vice-President for Research, Development and Internationalization

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Executive Director

Professor João Abreu e Silva
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Head of Facilities and Equipment

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Head of Image and Outreach

Professor Inês Flores-Colen
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BUILDING SUPPORT UNITS

The Department has several laboratories (see the appendix Civil and Mining Buildings Plants in pages 18-21) for numerous types of experimentation, advanced modelling, field monitoring and theoretical research, enabling a rigorous approach and hence confidence in our research discoveries. One of the primarily aims is to undertake scientific and technological activities, fostering
knowledge transfer and promoting the involvement of national and foreign researchers in RD&I and projects in their areas of expertise.

**Civil Building Support Units**

**Laboratories**
- **LERM** – Laboratory of Structures and Strength of Materials
- **LC** – Construction
- **LHRHA** – Laboratory of Hydraulics, Hydric and Environmental Resources
- **LG** – Laboratory of Geotechnics
- **LVTC** – Laboratory of Transport Infrastructures
- **ISTAR** – Laboratory of Architecture
- **LMC** – Computational Mechanics Laboratory
- **LTI CIVMAT** – Information Technology Laboratory

* LHRHA is composed of two laboratories: Laboratory of Hydraulics and Laboratory of Environment

**Museum**
- **Museu DECivil**

**Mining Building Support Units**

**Laboratories**
- **GEOLab** – Geosciences and Geotechnology
- **LMP** – Mineralogy and Petrology (former LAMPIST)

**Museums**
- Geology and Ore Deposits ([Décio Thadeu](#))
- Mineralogy and Petrology ([Alfredo Bensaúde](#))

Figure 1 - Laboratory of (a) Structures and Strength of Materials and (b) Hydraulics, Hydric and Environmental Resources.
Most of the scientific research at Técnico is carried through FCT-registered research units. The department is host to three of these cross-area R&D units:

**CERENA** - Center for Natural Resources and Environment Studies

![CERENA logo](image1.png)

**CERIS** - Research and Innovation in Civil Engineering for Sustainability

![CERIS logo](image2.png)

**CiTUA** – Center for Innovation in Territory, Urbanism and Architecture

![CiTUA logo](image3.png)
Student Groups and Associations

Regarding student activities/initiatives, there are several Student Groups and Associations within Técnico. The ones more closely related with PhD students and/or DECivil are:

- Técnico PhD Student Club
- Architecture – NucleAr
- Civil Engineering – Fórum Civil
- Petroleum Engineering and Earth-Resources – Numist
- Conseil International du Bâtiment / International Council for Research and Innovation in Building and Construction (CIB) IST student chapter
- Society of Petroleum Engineers (SPE) IST student chapter
- Society of Exploration Geophysicists (SEG) IST student chapter
- Young Professionals Network of the International Association of Hydraulic Research – YPN-IAHR Portugal

IT Support

DECivil IT Support*

Filipe Aparício

lmc@tecnico.ulisboa.pt

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*Much of the IT Support in the Mining Building is provided by Carlos Oliveira, who is linked to the CERENA Research centre.
Building Managers

Civil Building
(Pavilhão de Civil)

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Mining Building
(Pavilhão de Minas)

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PHD INFORMATIONS
NEW STARTER CHECKLIST

- **Registration** – Make sure you are registered in the Doctoral Program at Técnico, and check in the student section of your FenixEdu personal page that you are enrolled in this semester’s courses. If not, please contact the administrative staff and/or the APG - Post-Graduation Academic Unit. If you do not have a personal Técnico ID, contact the IT services.

- **Get your Técnico ID card** – Make sure you get your Técnico ID card, which identifies you as a member of Técnico community. The card also allows you to make payments, provides access to buildings, parking (in FenixEdu follow Personal Area > Parking) and printing machines. See more details here. You can apply for your card in your FenixEdu. Just follow Personal > Personal Area > Técnico Card.
● **Check the Important Documents** provided by Técnico, namely the *Alameda Campus Plan*, the *Student Guide* (which includes a chapter on *Visa and Legal Formalities*) the *PhD Student’s Guide* and the *Academic Guide for 3rd cycle studies* (only available in European Portuguese). For international or mobility students especially, also take a look at the Student Support Unit’s *Survival Guide*.

● **Meet your Supervisor** – Your Supervisor will be able to provide information specific to your research, as well as relevant training opportunities, computational resources, and student/supervisor responsibilities. He will also provide your office and desk allocation and guide you with the procedure regarding security clearance. Additionally, he should inform you of whether or not you should apply for a collaboration role within an IST-based research centre (e.g. CERIS, CERENA and CitUA). If you do not yet have a supervisor, please contact the coordinator of your Doctoral Degree.

● **Attend the PhD Welcome Session** – You will be guided through the DECIVIL premises and additional information will be transmitted to you, geared towards your role as a PhD student.

● **Contact student mentors** – They will help you with getting to know your PhD and Postdoctoral colleagues and guide you through some of the questions you may have in the initial stage of the PhD.

● **Make sure you know the PhD Key-dates** – According to Técnico rules, you are required to conduct a Doctoral Seminar within 24 months of your admission in the Doctoral Degree to publicly present your thesis proposal (check your enrollment date in *FenixEdu* following Student > Curriculum). The evaluation committee (CAT) will comment and assess the current state of your research and issue a report on whether you are expected to complete the requirements of the Doctoral Degree. The continuation of your PhD studies is pending on a positive report. The provisional version of the PhD Thesis should be submitted within 3 to 5 years following your admission date.

**PHD SUPERVISOR INDUCTION CHECKLIST**

As a student starting your Doctoral Degree within DECIVIL, there are many new aspects that need to be understood in order to be fully effective, namely regarding your research. The following is a list of topics you may find useful to explore in discussions with your Supervisor:

- Supervisory team
- Research plan and objectives
- Expected research dissemination outcomes (research publications, seminars, etcetera) and available funding
- Regularity of supervision meetings and feedback
- Office and desk allocation
- IT and laboratory resources and associated staff members
- Department section staff
DOCTORAL DEGREE COORDINATORS

Architecture
(Arquitetura)

Professor Ana Tostões
ana.tostoes@tecnico.ulisboa.pt
Office: Civil Building – 3.32 | 3.33
Telephone/Ext: 218 418 332 / 2332

Civil Engineering
(Engenharia Civil)

Professor António Heleno Cardoso
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Territorial Engineering (and Spatial Planning)
(Engenharia do Território e Planeamento Territorial)

Professor Maria do Rosário Partidário
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Earth-Resources
(Georrecursos)

Professor Maria João Pereira
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Office: Mining Building – 21.12
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Transportation Systems
(Sistemas de Transportes)

Professor Luís Picado dos Santos
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Petroleum Engineering
(Engenharia de Petróleos)

Professor Amílcar Soares
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Climate Change and Sustainable Development Policies

(Alterações Climáticas e Políticas de Desenvolvimento Sustentável)

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River Restoration and Management

(Restauro e Gestão Fluviais)

Professor António Pinheiro
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ADMINISTRATIVE STAFF*

Architecture, Civil Engineering, Territorial Engineering and Earth-Resources**

Paula Marques Santinho

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* In conjunction with the Post-Graduation Academic Unit

** For other Doctoral Degrees, refer to the Coordinator

STUDENT MENTORS

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PhD student in Architecture

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FUNDING OPPORTUNITIES

If you are looking for information and support regarding researcher or PhD positions you can visit the following websites:

- Técnico’s recruitment page
- Calouste Gulbenkian Foundation
- Luso-American Development Foundation
- Fullbright Comission Portugal
- Portuguese Foundation for Science and Technology (FCT)
- Pan-European Researcher’s Mobility Portal (http://www.eracareers.pt/), co-funded by the European Commission and maintained by FCT (opportunities in Portugal)
- Euraxess to researchers moving to and from Portugal
- Euro Science Jobs for positions in Europe
INTEGRATION WITHIN TÉCNICO

- **Técnico Services (virtual guide of some services available here)**

The following lists contain a brief description of some of the services at Técnico thought to be useful for PhD students:

**APG - Post-Graduation Academic Unit** – Manages administrative processes and procedures related to Doctoral Programs, Advanced Training Diplomas (DFA) and similar (registration, tuitions, course enrolments). Helpful information can be consulted in their FAQ section. Note: They do not handle pedagogical affairs, such as schedules or marks.

**GATPI - Researcher and Project Technical Support Office (part of the Project Division)** – Provides advisory support in the preparation for project calls (among which Marie Skłodowska-Curie Actions and European Research Council (ERC)) and helps communicate funding opportunities.

**AAI – International Affairs Office** – Handles all aspects to do with international affairs (international mobility, university partnerships, international projects, and funding, etc.), which are detailed here. Works in cooperation with GATPI for the identification of international funding opportunities and assistance in project calls.

**TT – Technology Transfer Office** – Provides assistance regarding intellectual property, promotes entrepreneurship and innovation through several initiatives and competitions and helps with career development. It also establishes corporate partnerships between Técnico and the industry.
**NDA – Academic Development Unit** – Beyond the work regarding the teaching-learning process, it provides students with soft skill training and coaching.

**Lifelong Training Office** *(part of the Academic Services)* – Develops training initiatives such as Portuguese Language Courses and other short courses regarding Scientific Writing & Publication, Editing Research Papers and How to Design Powerful Scientific Experiments.

**IT – IT Services** – Manages the network infrastructure of IST, as well as the main information systems of IST. Provides computer and network support (recall that there is also IT support provided by the Department).

**Health Services** – Provides medical support in the areas of general medicine, dental medicine, psychology, clinical analyses, among other specialties.

**NAPE – Student Support Unit** – Promotes the Técnic’s students’ integration, supporting all kinds of activities that contribute to better involvement of the academic community. They also have a Survival Guide for Mobility and International Students.

**AEPQ – Institutional Studies, Planning and Quality Area** – Handles aspects regarding Strategy, Planning and Quality at an Institutional level. It is in charge of statistics (academic marks, bibliometric and scientific productivity indicators, etc.) and coordinates the IST Graduate Employability Observatory, the Rankings Observatory and the Best Practices Observatory.

**IST Library** - Within Técnic you can find several libraries specialized in the areas of Engineering, Architecture, Science and Technology, providing access to quality information resources and services. In order to request books, you should present your Student’s Card or proof of its request to the library services. You can also request books from other Universities in Portugal by sending an e-mail to the Central Library located in the North Tower: eib@bist.tecnico.ulisboa.pt.

Additional information on Técnic’s organization scheme can be found here.

Information related to the Academic Calendar.

You can also benefit from Protocols and Discounts between IST and other institutions. See the list here *(in Portuguese).*

- **Where to print?**

  **LTI DECivil** – Room V1.20 of the Civil Building

  **Técnic** Scan&Print services – [Printer Locations](#)

  **Núcleo de Reprografia** – Room 01.37 of the Central Building (level -1)

- **PhD related activities**

  **PhD Open Days** – an opportunity for Técnic’s PhD students to socialize and share research, skills and expertise with the rest of the academic community.
Architecture PhD Weeks – lectures organized in the scope of the Doctoral Degree in Architecture.

CERIS Day Out (previously CERIS Open Day) – annual meeting for young researchers associated with CERIS

MEP IST Annual Meeting of the MSc and PhD in Petroleum Engineering

Short Courses on Experimental Research and scientific publication

Energy Summit – annual meeting that discusses the role of the Earth-Resources in the world’s energy systems through sustainable and efficient management of natural resources.

Forums and Meetings sponsored by APU (Portuguese Association of Urban Planners), which has its headquarters in the Civil Building (room 5.33).

FUNDEC specialization courses – students of the Doctoral Program in Civil Engineering can attend the courses for free under the conditions of the collaboration agreement.

Library courses “Formação de Utilizadores” (in Portuguese) - several courses regarding research softwares, scientific citation, B-on platform, and other subjects. You can also follow some tutorials.

NAPE SKIL FACTORY – various workshops (in Portuguese)

ACKNOWLEDGEMENTS

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Update of the Quick-Start Guide

The major contents of this guide should be revised yearly by the DECIVIL Executive Board.

Suggestions for improvement of this guide should be addressed to paula.marques@tecnico.ulisboa.pt

Additional suggestions, compliments and/or complaints should be forwarded to the centralized Técnico website page specially designed for this purpose.
APPENDIX
CIVIL AND MINING BUILDINGS PLANTS

Civil Building facilities – laboratories

- LERM - Laboratory of Structures and Strength of Materials
- LC - Laboratory of Construction
- LHRHA - Laboratory of Hydraulics, Hydric and Environmental Resources
- LVCT - Laboratory of Transport Infrastructures
- LG - Laboratory of Geotechnics
- ISTAR - Laboratory of Architecture
Civil Engineering Building facilities - offices
Mining Building facilities – Laboratories and offices

GEOLab

Mining and Georresources Scientific Area

Museum of Geology and Ore Deposits (Décio Thadeu)
Mining Building facilities – Laboratories and offices (continuation)

- Mining and Georesources Scientific Area
- Museum of Mineralogy and Petrology (Alfredo Bensaúde)
- Laboratory of Mineralogy and Petrology
Thank you for reading all the way through.

Once again,

welcome to the Department!